



EXHIBIT A
REQUIREMENTS
HIDALGO COUNTY
REQUEST FOR PROPOSAL

**“LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 4 AREA
FOR NON-PROFIT ORGANIZATIONS”**
RFP NO: 2019-253-00-00-MEG

EXHIBIT “A”
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“LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE)-PRECINCT 4 AREA
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The County of Hidalgo is offering the lease/occupancy of a building space for once a month (Wednesday) between 9:00 am-1200 pm for the distribution of food services building is located at San Carlos CRC aka Endowment Center 107 Sunflower Road Edinburg, Texas 78542 in the Precinct № 4 Area for non-profit organizations qualifying under section 501 (c) (3) Internal Revenue Code of 1986, as amended. Hidalgo County is requesting proposals for the provision of the distribution of food services to constituency of the Hidalgo County Precinct № 4 Area. The County of Hidalgo encourages organizations and/or programs of this nature to submit their proposals for the provision of “Lease/Occupancy of Building (Office Space) for Non-Profit Organizations” as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, Month 00, 2019. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP Number: **2019-253-00-00-MEG**

“Lease/Occupancy of Building (Office Space) Precinct 4 Area for Non-Profit Organizations”

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope Must Show The RFP Number, Name And Opening Date.

The following outlines the Request for Proposals:

SECTION I-GENERAL TERMS AND CONDITIONS

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as **Exhibit D**, the vendor, person consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government

Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office locate at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:

Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit "E" certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; or (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF PROPOSALS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:

Hidalgo County requires submitters, when hand delivering proposals, to make sure that it is stamped with date and time by the County Purchasing Staff.

SIGNING OF PROPOSALS:

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term for unforeseen delay of award for next term and contingent upon cost remaining unchanged.

DAVIS BACON ACT:

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (if applicable).

NUMBER OF COMPIES TO BE SUBMITTED:

A total of one (1) original one (1) copy and one (1) CD/USB.

SECTION II - RFP REQUIREMENTS

REQUEST FOR PROPOSALS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP.

TERM OF CONTRACT:

The initial term of the lease shall be for **two (2) Years**, from the date the lease is awarded. Hidalgo County Commissioner's Court at its sole discretion may extend the lease for two (2) additional year extension under same rates, terms and conditions.

The County has the option to extend for sixty (60) day grace period at the end of the contract for unforeseen delays on subsequent contract under the same rates, terms and conditions, if applicable

PROJECT OVERVIEW:

The lease/occupancy of building space located in Edinburg, Texas in the County of Hidalgo Precinct No 4 Area is to a qualifying non-profit organization providing for food distribution for constituents. **The amount of space available for occupancy is approximately 7717 square feet and to include the parking lot.** Lessee shall be responsible for utilities and basic maintenance of the premises, to include but not be limited to the following:

1. Own electric meter;
2. Pro-rated water amount of water usage;
3. Pro-rated security system, fire system and monitoring of these systems;
4. Refuse dumpsters and any and all other utilities used on the premises
5. Basic maintenance of facility.

PROJECT REQUIREMENTS:

A. WHO MAY APPLY:

All non-profit services providers/organizations wishing to provide services to families in Hidalgo County Precinct № 4 Area.

B. ALLOWABLE USE OF FACILITY:

Eligible Organizations non-profit health services provider/organizations qualified under section 501 (c) (3) Internal Revenue Code of 1986, and as amended that offer comprehensive health care services to the medically disadvantaged.

C. OTHER INFORMATION:

- The Lessee shall obtain approval from County for all improvements (permanent or non-permanent) constructed upon the leased premises. All improvements made by Lessee shall become the property of the County at the end of the term of the lease.
- If any non-permanent improvements are removed (with County's approval), the property must be left in the original state or condition as when leased.

D. PROGRAM ABSTRACT (limited to one (1) page):

The organization must provide a brief summary or overview of the proposed services to be provided including;

- a) A statement of need;
- b) The number of staff to be involved in the project
- c) The organization description
- d) The major organization objectives and services in the project

E. PROGRAM NEEDS ASSESSMENT (limited to two (2) pages):

- a) The applicant must provide an explanation of need for use of the facility. Included must be a statement that identifies the geographic area of the county to be served, as serving at least 25% economically deprived families.
- b) Based on the results of a needs assessment on the targeted population, the organization must describe the needs of the population to be served. Substantiate the need with relevant data; and include demographic data

F. PROGRAM DESCRIPTION, NARRATIVE (limited to three (3) pages):

The organization must provide a narrative description of the services to be provided. The organization will clearly explain, in detail as possible, the program design and details for carrying out the requirements of the project requirements in order to be considered for occupancy.

G. PROGRAM EVALUATION DESIGN (limited to two (2) pages):

The overall purpose of the evaluation is to document and disseminate information identifying the programs available in the County that results in notable gains organization that offers comprehensive the services economically depresses constituency of the County in Precinct № 4. Area. Proposers should provide an evaluation design with measureable goals and objective of the project. Evaluations will be conducted for each of the organizations according to the evaluation guidelines approved by the County Commissioners Court. In order to be considered for

lease/occupancy of building (office space), the organization must state that it will comply with any evaluation requirements that may be established by the County Commissioners Court.

H. DESCRIPTION OF INTERAGENCY AGREEMENTS:

- a) Describe any financial and/or non-financial interagency agreements with any federal, state, county, municipal or local agencies.
- b) Describe the history of the relationship and/or partnership between your organization and other federal, state, county, municipal or local organization(s)
- c) Describe agreements with other primary service providers designated to improve integration and delivery of program services. Provide as attachment, any written agreements that may exist with local social service providers.

I. DESCRIPTION OF FUNDING SUPPORT

- a) Describe how the nonprofit provider will receive funding support from other institution and organizations located in the proposed service area. Financial support may be through direct financial resources of services of in-kind donations to be made to the project.
- b) Describe the financial arrangements and submit any agreements that may be undertaken for the purpose of implementing the objectives of this project. The proposal should show evidence of support agreements.
- c) Provide a copy of annual budget and a year-end programmatic report.

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals are routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 South Business Hwy 281, New Administration Building, Edinburg, Texas 78539. All inquires must be directed to Hidalgo County Purchasing Agent, Martha L. Salazar. All responses will be distributed through Hidalgo County Purchasing Department. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE (956) 318-2629 or via email: elena.gomez@co.hidalgo.tx.us NO LATER THAN** Monday, _____, 2019, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Wednesday, _____ 2019. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SECTION IV: SELECTION AND SCHEDULES

A. SELECTION/EVALUATION/RANKING OF PROPOSALS

The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the RFP's received in response to this request for proposals. Thereafter, Hidalgo County Commissioners' Court will rank the respondents based upon their response to proposal and/or presentations to the Court.

The evaluation criteria will include, but not be limited to the following:

1. EXPERIENCE/BACKGROUND

35 POINTS

- a) Provides appropriate evidence of adequate staffing
- b) Adequacy of resources to perform these services
- c) Specific experience with public entity clients.
- d) Provide the required services at a reasonable cost

2. PROPOSER'S CAPABILITY TO PROVIDE THE SERVICE REQUESTED

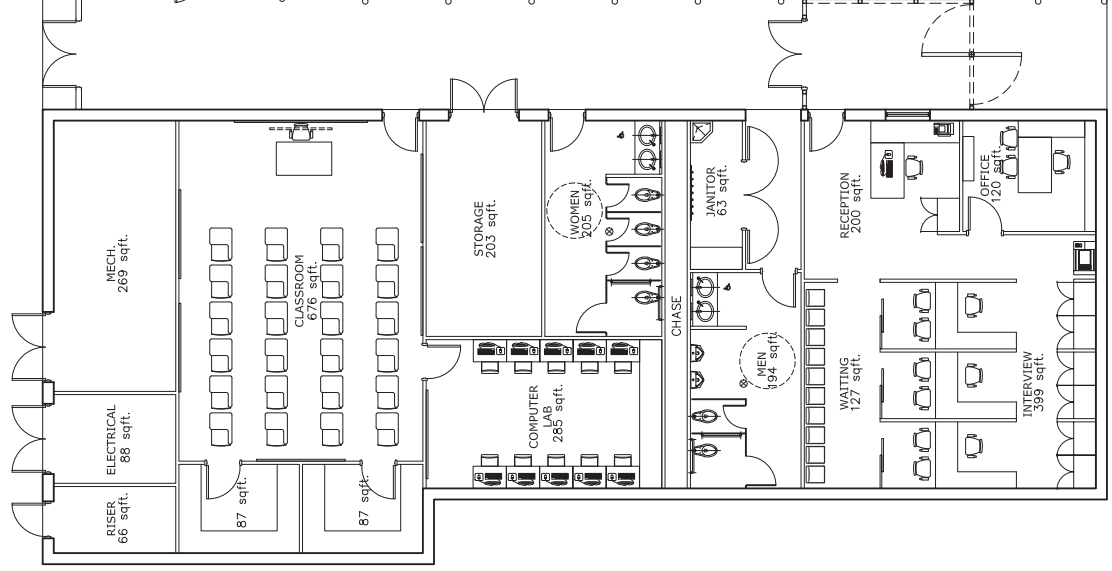
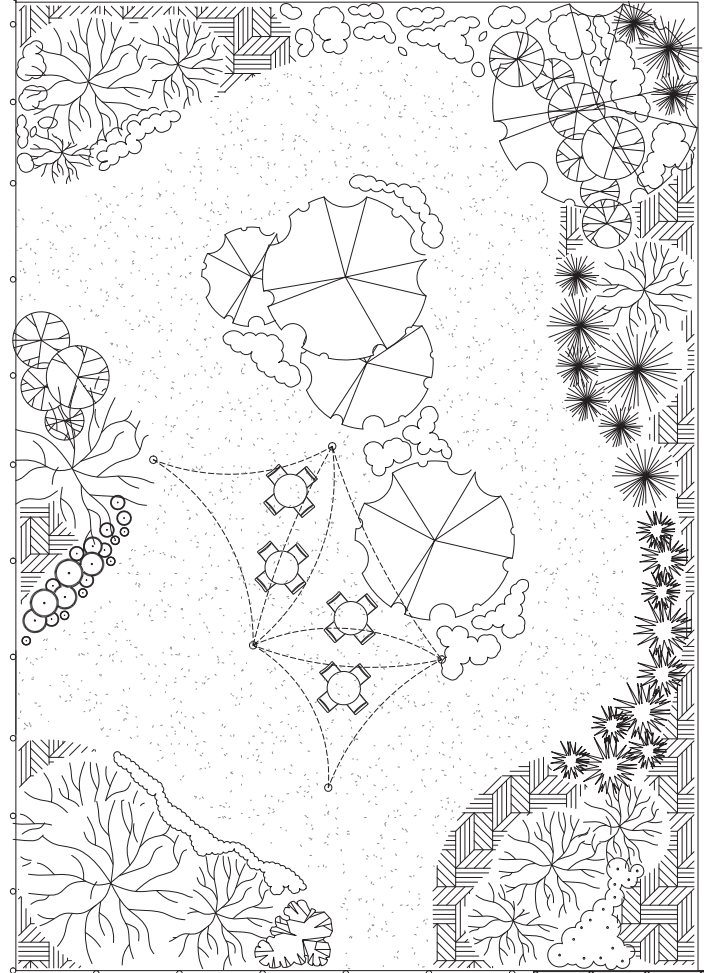
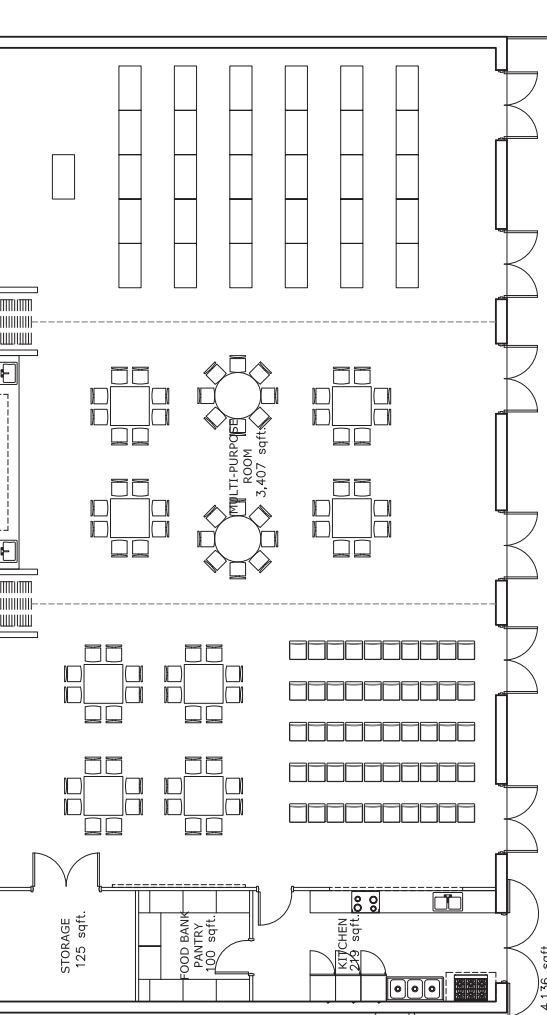
30 POINTS

- a) The organizations design and details for carrying out the requirements of the project.
- b) The organizations evaluation design and goals and objectives of the project.
- c) The organizations description of the services to be provided

3. CAPACITY OF PERFORMANCE

35 POINTS

- a) Experience and knowledge necessary to provide the required service
- b) Provides sufficient description of relationship and/or partnership between organization and other federal, state, county, municipal or local agencies.
- c) Provides sufficient description of financial and/or non-financial interagency agreements with and federal, state, county, municipal or local agencies



3,581 sqft.
TOTAL: 7,717 sqft.